

Proposed

DUTY STATEMENT

Classification: Office Manager II	Position No. 410-4524-001
CBID: M01	Office: Appliances and Process Energy
Date Prepared: December 19, 2008	Division: Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Deputy Director in the Efficiency and Renewable Energy Division, the Office Manager II is responsible for planning, organizing, directing and managing the project management staff, programs, and activities of the Appliances and Process Energy Office. The Office Manager advises the Deputy Director, Executive Director, and Commissioners on a broad range of issues related to: appliance and equipment efficiencies; industrial, agriculture and water treatment efficiency options; load management strategies, and effective responses for understanding and mitigating climate change. In addition, the Office Manager represents the Division and the Commission before various state, federal and local energy regulatory agencies and regional, national, professional and governmental bodies which significantly influence the state's policy with respect to the goals of the administration's energy efficiency policies and the Climate Change initiative.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

- 30% Plan, organize and direct the staff activities and products in the Division's Appliances and Process Energy Office. This responsibility includes preparation and monitoring of office work plans, staffing plans, and budgets; facilitating open communication within the Office, between the Office and other parts of the Commission and other agencies; ensuring clear communication with representatives of stakeholders in the programs; facilitating a positive and professional work environment within the Office; directing and reviewing staff work products and holding staff accountable for their products and performance. Advises and makes recommendations to the Deputy Director, the Executive Director and the Commissioners regarding programs, policy issues, and legislative proposals on programs affecting the office. (E)
- 25% Appliance Efficiency Standards: Manages, plans, and directs the Commission's program to develop, implement and enforce energy and water efficiency standards for appliances and equipment. Assure successful rulemaking and engagement of stakeholders. Assure successful information strategies to communicate efficiency policies to affected parties and the public. (E)

- 15% Load Management Standards: Manages, plans, and directs the Commission's program to develop and implement standards for load management to reduce electricity used during peak. Assure successful rulemaking and engagement of stakeholders. Assure successful information strategies to communicate efficiency policies to affected parties and the public. (E)
- 15% Industrial, Agriculture and Water Treatment Energy Programs: Direct development and implementation of an effective process energy program to promote efficiency among industrial and agriculture customers, ensuring effective liaison with the federal Department of Energy and utilities throughout the state. Work with local and state agencies to analyze and fund efficiency improvements in water treatment, including analysis of desalination options. (E)
- 5% Greenhouse Gas Reduction: Assure that appliance, load management, and process energy programs are responsive to goals and objectives of the state and federal climate change initiatives. Represents the Commission in presentations, briefings and meetings and maintains high level liaison with the state and federal Environmental Protection Agencies, utilities, legislators, other state and local governments, and stakeholders. (E)
- 5% Assist the Deputy Director and serve as a member of the Division's management team in establishing and implementing Division programs, administrative policies, budgets and resource plans, long-term direction and strategic plans, and procedures. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<div style="text-align: right;">_____/_____ Date</div> <div>INCUMBENT Office Manager II</div>	<div style="text-align: right;">_____/_____ Date</div> <div>VALERIE T. HALL Deputy Director</div>